Division of Continuing Studies

Office of the Dean
Jo-Anne Clark, BA, MCA (Calgary), MCE, PhD (Fielding), Dean

Administration
Trish Atchison, Administrative Officer
Stefan Grbavec, Financial Officer, Administrative Services
Richard Rush, BEd, MBA (Calgary), DBA (Athabasca), Director, Community and Professional Programs

Arts and Science Programs
Nancy Aubut, BGS (Brandon), Program Coordinator
Elizabeth Bowman, BA (UVic), Program Coordinator
Alison Brophey, BA (Western), BEd (Nipissing), MA (UVic), Program Coordinator
Janet McDonald, BA (UVic), Program Coordinator
Maxine Reitsma, BA (UVic), Program Coordinator
Tusa Shea, BA, MA, PhD (UVic), Program Coordinator
Lauren Stamhuis, BA, MA (UVic) Program Coordinator

Business and Management Programs
Richard Mimick, BSBA (Creighton), CPA (US), MBA (Nebraska), Program Director
Marlowe Morrison, BA, CBA (UVic), Program Coordinator
Patricia Webster, Program Coordinator
Rhordon Wikkramatileke, BA, MPA, PhD (UVic), Instructor and Curriculum Developer

Cultural Management Programs
Miranda Angus, BA (UVic), Program Coordinator
Chris Feneis, BA, BEd (New Brunswick), MEd (UBC), Program Coordinator
Tania Muir, MA (Ottawa), MA (Royal Roads), Program Director
Janna Wilson, BA, BEd, MED (UBC), Program Coordinator

English Language Centre
Catriona Allsopp, BA (UVic), Program Coordinator, Homestay
Cathy Aquart, BA (UVic), Program Coordinator Curriculum Development
Selena Bryan, BEd, MED (UVic), Program Coordinator
Paula Ceroni, BSc (Trent), Manager, UVic Homestay
Lily Chow, BEd, MED (UVic), Program Coordinator
Byron Crossley, BA (UVic), Web Developer, ELC

Marketing Services
Levent Batur, BA (Marmara University), MBA (St. Mary’s), Director
Ashley Davis, Print and Digital Marketing Specialist
Therese Eley, BA (UVic), Marketing Content Specialist
Jafar Kazerooni, BA (Universidade do Vale do Itajai), Print and Digital Marketing Specialist
Emma Lecours, BSc (Queens), Web and Digital Marketing Specialist

Credit Courses and Programs

Credit Courses and Programs

The Division of Continuing Studies provides courses and programs for credit in the Faculties of Education, Humanities and Social Sciences. These include courses offered off campus as well as evening courses and programs offered on campus at UVic.

Information on credit courses and programs is available as follows:
- Credit courses offered off campus:
  - Distance Learning and Immersion Course Guide for Off-Campus Students (see Distance Education, below)
- On-campus evening courses and off-campus courses starting in September and January:
  - Consult the Web Timetable at <www.uvic.ca/timetable>.

Continuing Studies Programs

To ensure access to the academic resources of the University of Victoria by a broad and diverse community of adult learners, the Division of Continuing Studies provides a broad range of on- and off-campus professional and personal development programs that complement and supplement degree programs offered at the university.

For further information on any program offered by the Division of Continuing Studies, please call or write:
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Phone: 250-472-4747
Fax: 250-721-8774
Web: <www.continuingstudies.uvic.ca>
Academic Regulations

Academic rules and regulations published in this Calendar, except as described in any Program Supplement to the Calendar, apply to students taking courses under this section.

The Division of Continuing Studies reserves the right to cancel or reschedule courses or other offerings without notice, and to establish special regulations for admission to non-degree programs or courses. If a course or offering is cancelled or rescheduled, the liability of the Division of Continuing Studies is limited to a refund of the course fee, or, if desired, transfer to another offering. The relevant law for all matters concerning these programs shall be the law of the Province of British Columbia, Canada.

Students are responsible for ensuring their course selection conforms to the requirements of their degree program. Students seeking academic advice regarding degree programs should consult the appropriate academic advising centre:

• Advising Centre, Faculties of Humanities, Science and Social Sciences, A205, University Centre. Telephone: 250-721-7567
• Advising Centre, Faculty of Education, Room 250, MacLaurin Building. Telephone: 250-721-7877

Students in the Faculty of Fine Arts or the Faculty of Human and Social Development should contact the specific department or school.

Regulations governing application and registration procedures and fees are detailed in the appropriate supplement. Late afternoon and evening courses, which would be of particular appeal to part-time students, are located in the Undergraduate Registration Guide and Timetable, available from Undergraduate Records. The late afternoon and evening credit courses are identified with a double asterisk (**).

Professional Development Programs

For information phone 250-472-4747

These programs are planned to meet the specific continuing education needs of persons working in the professions. Courses and workshops are offered throughout the province in co-operation with regional colleges and professional organizations.

Programs for professionals leading to certificates and diplomas are offered in the following areas:

• Aboriginal Language Revitalization (Certificate)
• Adult and Continuing Education (Certificate)
• Business Administration (Certificate and Diploma)
• Canadian Studies (Diploma)
• Collections Management (Professional Specialization Certificate)
• Computer Based Information Systems (Certificate)
• Cultural Heritage Management (Graduate Professional Diploma)
• Cultural Heritage Studies (Graduate Professional Certificate)
• Cultural Resource Management (Diploma)
• Ecological Restoration Professional Specialization Certificate
• Environmental and Occupational Health (Certificate)
• Foundations in Indigenous Fine Arts (Certificate Program)
• French Language (Diploma)
• Humanities (Diploma)
• Intercultural Education (Diploma)
• Population Health Data Analysis (Professional Specialization Certificate)
• Public Relations (Diploma)
• Restoration of Natural Systems (Certificate and Diploma)
• Social Justice Studies (Diploma)
• Teaching English as a Foreign Language (Professional Specialization Certificate)
• Teaching French Immersion (Professional Specialization Certificate)

Online and Distance Education Programs

For information phone 250-721-8454 or visit <www.uvic.ca/tl/onlinelearning/>

In collaboration with various faculties, Continuing Studies offers credit courses, professional development and community education programs which permit students throughout the province to study on a part-time basis. Programs use a variety of instructional delivery methods including web-based instruction, online instruction, audio conferencing, videotapes, audiocassettes, CD-ROMs, print and face-to-face instruction through workshops and seminars. Regular contact with the instructor is an important component of all distance education courses.

The University of Victoria’s online and distance education offerings are listed in the Distance Learning and Immersion Course Guide for Off-Campus Students <http://www.uvic.ca/summer/assets/docs/deguide.pdf>. Summer distance courses are listed in the Summer Session Calendar.

Community Education Programs

For information phone 250-472-4747

Community Education Programs use a variety of educational formats, such as courses, lecture series, workshops, conferences, residential seminars, travel study and symposia. The curriculum is developed in co-operation with departments from all faculties of the University. Areas include:

• Adult Education
• Arts and Science
• Business, Management and Technology
• Career Planning
• Cultural Studies
• Education
• Fine Arts
• Health Sciences
• Languages
• Public Relations
• Travel and Residential Study

Additional courses and workshops are developed on a variety of topics, such as dispute resolution, as needs arise and academic resources permit. Educational packages consisting of print materials, audiocassettes, videotapes and CD-ROMs are developed for self-directed learning. Also, a number of programs under SAGE (Stimulate, Advance and Guide Education) focus on peer learning and peer teaching and use study groups as a format for delivery.

English Language Programs

The English Language Centre provides English language programs for international and Canadian students from beginning levels to University
Admission Preparation and the Pathway Program for International Students. Three-month intensive programs are offered beginning in September, January and April. Short-term immersion programs are scheduled throughout the year. Specialized programs, such as English for Teachers, Business English, Canadian Studies and University Admission Preparation are also offered, in addition to customized programs of language and culture for corporations and institutions from various countries.

A variety of Online Resources are produced by the English Language Centre and may be found at: www.continuingstudies.uvic.ca/elc/:
- Basic, Intermediate, Advanced Writing
- Basic, Intermediate, Advanced Listening
- Introduction to Technology English

The English Language Centre’s CD Rom Series is available at: www.uvcs.uvic.ca/independent/courses/:
- Jason’s World/Judy’s World (intermediate-upper intermediate audio drama for classroom use or self-study)

Please visit www.continuingstudies.uvic.ca/elc/programs for more information about English Language Centre programs. You may also contact us by email at elc@uvcs.uvic.ca, phone 250-721-8469, or fax 250-721-8774.

---

**University Admission Preparation Course**

For information phone 250-721-8469

This course represents the highest academic level of the 12-Week Intensive Program. Successful graduates meet the English requirement for admission into undergraduate programs at the University of Victoria.

**Conference Management**

For information phone 250-721-8473

Conference Management offers a conference registration service to assist University and other groups and organizations with delegate registrations for meetings, seminars and conferences, both on and off campus.